Arizona Department of AgricultureAgricultural Consultation and Training

SPECIALTY CROP BLOCK GRANT PROGRAM - FARM BILL (SCBGP-FB)

POST-AWARD WORKSHOP

LISA A. JAMES GRANT PROGRAM MANAGER

ASHLEY WORTHINGTON
GRANT PROGRAM COORDINATOR

Today's Quote

"The grants community should expect the demands to protect federal funds will only increase in the future."

- Management Concepts, Federal Grants Management Training

Today's topics

- Grant Award Agreements
- Administrative Requirements
- Federal Cost Principles
- Reporting requirements
- Changes in report templates effective for SCBGP-FB14
- Reporting processes

SCBGP-FB Agreements

SCBGP-FB CYCLE	AMS AGREEMENT EXPIRATION DATE	PROGRAM COORDINATOR
SCBGP-FB12	9/29/2015	Ashley
SCBGP-FB13	9/29/2016	Lisa
SCBGP-FB14	9/29/2017	Ashley

Grant (Sub) Award Agreements

SIGNATURE (COVER) PAGE

GENERAL REQUIREMENTS

SCOPE OF WORK - PROJECT SPECIFIC

CHANGES

AMENDMENTS

ARIZONA DEPARTMENT OF AGRICULTURE SPECIALTY CROP BLOCK GRANT PROGRAM GRANT AWARD AGREEMENT

GRANT NO. SCBGP-FB14-XX

Page 1 of 26

COVER PAGE

COVE	RTAGE						
Project Title:							
Specialty Crop Block Grant Award Amount:	Project Type: Education Marketing Research						
This Agreement shall become effective: Upon the da	ate it is executed by both	parties.					
Termination Date: September 30, 201X							
TERMS OF	AGREEMENT						
This Grant Award Agreement is entered into by The A (GRANTEE) and the ARIZONA DEPARTMENT O accordance with A.R.S. § 41-2701 et seq. The parties a Award Agreement and to abide by all contractual and r SCBGP-FB funds. The Grantee's DUNS# is 80634561 These funds are made available by the 2014 Specialty Of through agreement #14-SCBGP-AZ-0004, dated Septer Agriculture – Agricultural Marketing Service (USDA-Lagreement is \$1,105,843.55. This Grant Award Agreement shall constitute the entire other oral or written understandings.	F AGRICULTURE (Algree to fulfill the terms a egulatory obligations gov 7. Crop Block Grant Programber 22, 2014, between the AMS) and the ADA. The	DA), throu and conditiverning the m – Farm I he United total Fede	gh its Director, in ons of this Grant expenditure of Bill, number 10.170, States Department of ral award for the				
The parties hereto agree to carry out the	provisions of this Grant A	Award Agr	reement.				
GRANTEE		ADA					
Signature of Authorized Signer Date	Signature Jack Peterson		Date				
Printed Name	Printed Name Interim Director						
Printed Title	Printed Title						

Rev. 1/6/2015 University Agreement

Signature (Cover) Page

- Project Title
- Grant Award Amount
- Agreement Execution Date
- Termination Date
- Signatures

Provisions

- It is important that you read and understand all of the provisions of your agreement.
- We will only highlight some of them.

ARIZONA DEPARTMENT OF AGRICULTURE SPECIALTY CROP BLOCK GRANT PROGRAM GRANT AWARD AGREEMENT

GRANT NO. SCBGP-FB14-XX

Page 1 of 1

GRANT AWARD AGREEMENT RECEIPT

Project Title:
Specialty Crop Block Grant Award Amount:
This Agreement shall become effective: Upon the date it is executed by both parties.
Termination Date: September 30, 20XX
Reporting Schedule:
Quarterly Reports due: January 31 st , April 30 th , July 31 st and October 31 st each year.
The undersigned has received a copy of the Grant Award Agreement for the above referenced project.
GRANTEE/PI
Signature Date
Printed Name
Printed Title

- General Requirements Page 4
 - This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.
 - The Grantee shall obtain and maintain all licenses, permits, and authorizations necessary to perform its obligations under this Agreement. The Grantee is responsible for compliance with all applicable local, state, and federal laws.

• General Requirements (Cont'd) - Page 4

- The Grantee shall comply with:
 - the <u>Specialty Crop Competitiveness Act of 2004 of Public Law 108-465</u> as <u>amended</u> (7 U.S.C. § 1621 note);
 - specialty crop block grant program regulations at 7 C.F.R. Parts 1290 and 1291;
 - uniform federal grant regulations at 7 C.F.R. Parts <u>3015</u> and <u>3016</u> for State, Local and Tribal governments;
 - uniform federal grant regulations at 7 C.F.R. Parts <u>3015</u> and <u>3019</u> for Colleges, Universities and Non-Profits;
 - OMB Circular A-133, audit requirements at 7 C.F.R. Part 3052;
 - and excluded and disqualified participant requirements at 2 C.F.R. Part 180, subpart C;
 - USDA-AMS Specialty Crop Block Grant Program, General Award Terms and Conditions (last updated: 4/15/14).

- General Requirements (Cont'd) Page 4
 - The Grantee shall comply, **as applicable**, with:

Colleges and Universities

• federal cost principles at <u>2 C.F.R. Part 220</u> (OMB Circular A-21)

State, Local and Tribal Governments

• federal cost principles at <u>2 C.F.R. Part 225</u> (OMB Circular A-87)

Non-Profit Entities

• federal cost principles at <u>2 C.F.R. Part 230</u> (OMB Circular A-122)

- Audit of Records (Records Retention) Page 5
 - State and Local Governments and Universities 3 years from expiration date
 - Non-profits and private entities 5 years from expiration date
- Project Period Page 6
 - Execution Date is date of last signature (usually the Director's)
 - Expiration Date as indicated in the agreement (based on proposed timeline)
 - Expenses must be incurred within the project period
- Payments Page 7 or 8 and 11
 - Reimbursement requests must include supporting documentation
 - Payments are conditioned upon receipt of documentation and approval by the Program Coordinator
 - Payments may be adjusted or withheld until deliverables are satisfied



- General Policies
- Procedures
- Contract Requirements
- Records

Unexpended Funds – Page 12

- Must notify ADA of potential unspent funds as soon as possible
- No later than 60 days prior to expiration date
- Agreements are limited to two years with limited no-cost extensions

Recoupment of Payments – Page 12

- The ADA will demand repayment of any reimbursed expenses that are later determined to be unallowable
- Amendments Page 13
 - Changes requiring amendments
 - Amendments for no-cost extensions will be limited

Scope of Work (begins on page 19)

- Contact Information
- Prior Approval Requirements
- Deliverables includes new reporting template
- Project Summary
- Project Budget
- Work Plan
- Expected Measurable Outcomes

Changes Requiring Notification

- Absence or change in Key Personnel or Leadership change for a period of more than 3 months
- Significant changes to the Scope of Work for the project
- When extension of time in project period is necessary
 - subject to limitations
- When funds are reallocated within the most recent approved project budget
- Send an email to the Program Coordinator

Changes Requiring Amendments

- Any change in Scope of Work that affects the expiration date and/or the Expected Measurable Outcomes
- Any change in Scope of Work that significantly affects the project's previously approved Workplan/Timeline
- Any change in the project budget that cumulatively exceeds **20%** of the original project budget

Amendment Requests

Change in Scope of Work or Budget:

Submit in writing (via e-mail) using the <u>Agreement Amendment form</u>:

Description of the change

Justification for the change

Signature

Extension of Grant Agreement (subject to limitations):

Submit in writing (via e-mail) using the <u>Agreement Amendment form</u>

no later than 60 days prior to the award expiration date:

Length of additional time required with justification

Summary of progress to date

Estimate of remaining funds

Projected timetable for completion

Signature

Amendment Requests

- Non-Profits and State Agencies will submit request directly to Program Coordinator
- Universities will submit request through Sponsored Projects
- Amendment is executed upon both signatures

ARIZONA DEPARTMENT OF AGRICULTURE SPECIALTY CROP BLOCK GRANT PROGRAM GRANT AWARD AGREEMENT AMENDMENT



Arizona Department of Agriculture Specialty Crop Block Grant Program 1688 W. Adams St. Phoenix. AZ 85007

	Phoenix, AZ 85007
SCBGP Grant No	AMENDMENT NO
Project Title:	
Identify the applicable section(s) of the contract that nee proposed changes to the contract and provide an explana (Additional pages may be attached if needed).	ids to be amended. Describe, in detail, the attion for the need for the requested amendment.
GRANTEE	DEPARTMENT
Signature of Authorized Individual Date	Signature of Authorized Individual Date
Typed Name	Typed Name
Typed Title	Director Typed Title
TV F SCT (TIRCOT)	

ARIZONA DEPARTMENT OF AGRICULTURE SPECIALTY CROP BLOCK GRANT PROGRAM GRANT AWARD AGREEMENT AMENDMENT



Arizona Department of Agriculture

	Specialty Crop Block Grant Program 1688 W. Adams St. Phoenix, AZ 85007
SCBGP Grant No	AMENDMENT NO
Project Title: Identify the applicable section(s) of the contract that no proposed changes to the contract and provide an explanation of the contract that no proposed changes to the contract and provide an explanation of the contract that no proposed changes to the contract and provide an explanation of the contract that no proposed changes to the contract and provide an explanation of the contract and provide an expl	
(Additional pages may be attached if needed).	
Principal Investigator Signature	
GRANTEE	DEPARTMENT
Signature of Authorized Individual Date	Signature of Authorized Individual Date
Typed Name	Typed Name Director
Typed Title	Typed Title

Reporting Requirements

QUARTERLY REPORTS

REIMBURSEMENT REQUEST

FINAL PERFORMANCE REPORT

REPORT IDENTIFICATION

Quarterly Reporting

Budget Report – Appendix A

- shall be accompanied by reasonable assurance (documentation, receipts, invoices, etc.) that the goods and services for which payment is requested were actually received and performed
- Initial reports will be prepared by SCBGP staff

Signed Activity Report – Appendix B

- For salaries and benefits charged to the grant
- Effort reports for Colleges and Universities

Narrative Report – Appendix C

- New template for SCBGP-FB14 grants
- Highlights references to sections of original proposal

Source Documentation

• Why ALL source documentation?

- To confirm the allowability of costs
- The ADA is accountable to the Federal funding agency it would be our responsibility to cover (and recover) any unallowable expenses discovered in the future
- Protects the ADA and the sub-grantee
- Even if sub-grantee is subject to A-133 audit because auditors are not familiar with SCBGP-FB specific program regulations only general federal regulations

Source Documentation

Problems we have found

- Duplicate charges when multiple grants overlap funding cycles
- Charges to the incorrect grant when multiple grants are in the same funding cycle
- Charges to the incorrect grant when multiple grants are in different funding cycles
- Charges that belonged to a non-SCBGP-FB project
- Charges not allocated properly between SCBGP-FB and/or non-SCBGP-FB projects
- Charges for meals during a meeting where participants were not in travel status also duplicate charges
- Charges for alcoholic beverages during travel status
- Charges outside of the project period

Source Documentation

• Source documentation will be required until the ADA has determined an acceptable level of risk.

Budget Report – Appendix A

Arizona Department Of Agriculture Specialty Crop Block Grant Program SCBGP-FB14-XX

Quarterly Budget Report - (DATE)

Quarterly Budget Report - (DATE)													
JAPA DE LA DE VI	SCBGP	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Cummulative	Budget		
Budget Category	Budget	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Remaining		
	10001	Oct Dec. 2014	Jan Mar. 2015	Apr June 2015	July - Sept. 2015	Oct Dec. 2015	Jan Mar. 2016	Apr June 2016	July - Sept. 2016	300	2000		
Personnel Expenses													
(Enter position title here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
(Enter position title here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Personnel Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Employee Related Expenses (Fringe Benefits)													
(Enter position title here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
(Enter position title here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
ERE Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Travel													
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Travel Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Supplies													
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
SuppliesTotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Professional & Outside Services (Contractual)													
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
P&O Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Other Operating Expenses													
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
OOE Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

APPENDIX A

Budget Changes

- Obtain pre-approval from the Program Coordinator before any funds are reallocated within the most recent approved project budget.
- Amend agreement if cumulative budget change(s) exceed **20%** of the project's original total budget.

Budget Change Approval

Arizona Department Of Agriculture Specialty Crop Block Grant Program SCBGP-FB14-XX

Budget	Change	Approval	Form
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Budget Change Approval Form												
Budget Category	Original SCBGP Budget	Change as of: Insert Date	Change as of: Insert Date	Change as of: Insert Date	Change as of: Insert Date	Change as of: Insert Date	Change as of: Insert Date	Cumulative Changes	Budget Adjustments	Revised SCBGP Budget		
Personnel Expenses												
(Enter position title here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	l I	0.00		
(Enter position title here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
Personnel Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Employee Related Expenses (Fringe Benefits)												
(Enter position title here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	l I	0.00		
(Enter position title here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
ERE Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Travel												
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	l I	0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	l I	0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
Travel Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Supplies												
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	l I	0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	l I	0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
SuppliesTotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Professional & Outside Services (Contractual)												
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	l I	0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	l I	0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
P&O Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Other Operating Expenses												
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ı I	0.00		
(Enter description here)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
OOE Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
20% of Original Budget			All sections and the section of the					0.00		•		

Amendment Required Use these numbers on your next quarterly report Approved by Program Coordinator

Example

Arizona Department Of Agriculture Specialty Crop Block Grant Program

Quarterly Budget Report - (4/1/13 - 6/30/13)

Budget Category	SCBGP Budget	1st Qtr Expenses 12/31/2010	2nd Qtr Expenses 3/31/2011	3rd Qtr Expenses 6/30/2011	4th Qtr Expenses 9/30/2011	5th Qtr Expenses 12/31/2011	6th Qtr Expenses 3/31/2012	7th Qtr Expenses 6/30/2012	8th Qtr Expenses 9/30/2012	9th Qtr Expenses 12/31/2012	10th Qtr Expenses 3/31/2013	11th Qtr Expenses 6/30/2013	Cummulative Expenses	Budget Remaining
Personnel Expenses .50 Research Specialist	58,269.00	744.17	4,465.00	5,506.84	4,167.34	5,209.18	4,464.98	5,581.27	4,108.69	5,229.27	5,576.32	11,205.60	56,258.66	2,010.34
Personnel Total	58,269.00	744.17	4,465.00	5,506.84	4,167.34	5,209.18	4,464.98	5,581.27	4,108.69	5,229.27	5,576.32	11,205.60	56,258.66	2,010.34
Employee Related Expenses (Fringe Benefits) .50 Research Specialist (ERE)	23,949.00	334.13	2,004.77	2,472.55	1,821.12	2,276.40	1,951.19	2,439.00	2,000.93	2,546.65	2,715.69	5,457.15	26,019.58	-2,070.58
ERE Total	23,949.00	334.13	2,004.77	2,472.55	1,821.12	2,276.40	1,951.19	2,439.00	2,000.93	2,546.65	2,715.69	5,457.15	26,019.58	-2,070.5
ravel Mileage	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.0
Travel Total	3,000.00	0.00	0,00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.0
OTALS	85,218.00	1,078.30	6,469.77	7,979.39	5,988.46	7,485.58	6,416.17	8,020.27	6,109.62	7,775.92	8,292.01	16,662.75	82,278.24	2,939.7

Example

Arizona Department Of Agriculture Specialty Crop Block Grant Program SCBGP-FB14-XX

Budget Change Approval Form

Budget Category	Original SCBGP Budget	Change as of: 6/30/2013	Change as of: Insert Date	Change as of: Insert Date	Change as of: Insert Date	Cumulative Changes	Budget Adjustments	Revised SCBGP Budget
Personnel Expenses		STORY TARREST	740000000000000000000000000000000000000	100000		and the second		
.50 Research Specialist	58,269.00	0.00	0.00	0.00	0.00	0.00		58,269.00
Personnel Total	58,269.00	0.00	0.00	0.00	0.00	0.00	0.00	58,269.00
Employee Related Expenses (Fringe Benefits)								
41.1 % of Research Specialist	23,949.00	2,070.58	0.00	0.00	0.00	2,070.58		26,019.58
ERE Total	23,949.00	2,070.58	0.00	0.00	0.00	2,070.58	0.00	26,019.58
Travel								
Mileage	3,000.00	0.00	0.00	0.00	0.00	0.00	(2,070.58)	929.42
Travel Total	3,000.00	0.00	0.00	0.00	0.00	0.00	-2,070.58	929.42
TOTALS	85,218.00	2,070.58	0.00	0.00	0.00	2,070.58	-2,070.58	85,218.00
20% of Original Budget	-					17,043.60		1

Allowable Costs

- State, Local and Tribal Governments <u>2 CFR 225</u> (OMB Circular A-87).
- Colleges and Universities <u>2 CFR 220</u> (OMB Circular A-21).
- Non-Profits <u>2 CFR 230</u> (OMB Circular A-122).
- For Profits <u>48 CFR Part 31.2</u>.

Criteria for Allowability

- No matter which cost principles apply:
 - 1. Reasonable and necessary;
 - 2. Permissible under the project;
 - **3.** Allocable to the project;
 - 4. Consistently treated as either a direct or an indirect cost;
 - 5. Not included as a cost or a match/cost-share for another federal program, unless specifically authorized;
 - 6. Net of all applicable credits; and
 - 7. Adequately documented

Allocability

- You must be able to document a reasonable allocation for costs that have the potential to benefit other projects for items such as:
 - Printer ink
 - Vehicle maintenance
 - Lab supplies

Exclusions

- No administration/indirect costs may be allotted to the projects.
- Travel expenses associated with the project shall follow the Arizona State Travel Policy as outlined in Section II-D of the State of Arizona Accounting Manual, which can be viewed at http://www.gao.az.gov/publications/SAAM/default.asp.
 - NOT FEDERAL TRAVEL POLICIES
- Funding cannot be utilized for meals, with the exception of the actual cost of meals (not exceeding State rates) consumed during periods of official travel.
- Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).

Support of Salaries and Wages (Activity Reports)

- Comply with <u>2 CFR Part 225</u> or <u>2 CFR Part 230</u>, Appendix B, 8
- Based on documented payrolls
 - -kept in grantee's files for review by the Grant Program Coordinator and Federal Agency
- Employees who work solely on grant must:
 - -support their salaries and wages with a signed "certification" at least semiannually
- Employees who work on multiple activities must support their salaries and wages with activity reports that:
 - -include after-the-fact reporting of actual distribution of activities
 - -account for total (salary and ERE) of the employee's compensated activities
 - -include the employee's signature
 - -prepared at least monthly and coincide with one or more pay periods

Activity Report – Appendix B



Specialty Crop Block Grant Program Quarterly Activity Report SCBGP-FB14-XX XXX 2014 thru XXX 2014

APPENDIX B

Date

ter a general (broad) description of activities for the month) ter a general (broad) description of activities for the month)	
,	
ter a general (broad) description of activities for the month)	
ter a general (broad) description of activities for the month)	
and the second s	\$
	er a general (broad) description of activities for the month) pensated - equals salary and ERE

Signature of Employee (Please print this form and sign)

Colleges and Universities

• Effort Certification for Salaries and Wages — The Grantee shall submit an effort certification for any salaries and wages charged to the grant. The effort certification will be submitted semi-annually in accordance with 2 C.F.R. Part 220 (OMB Circular A-21). A signed activity report (Appendix B) will be submitted for any salaries and wages that are charged to the grant, but not included in the semi-annual effort certification. The signed activity report will be submitted no later than forty five (45) calendar days after the Agreement termination date.

Narrative Report – Appendix C

APPENDIX C

Arizona Department of Agriculture Specialty Crop Block Grant Program (SCBGP) FFY 2014 Quarterly Report Grant Award Agreement #SCBGP-FB13-XX

Project Title

(Enter project title here)

	549-00-00-00-0	to the last of the state of the				
Act	ivities Per	<u>rformed</u>				
	Briefly summarize activities performed, targets, and/or performance goals achieved during the reporting period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Include the significant results, accomplishments, conclusions and recommendations. Include favorable or unusual developments.					
	Provide a comparison of actual accomplishments with the goals established for the reporting period.					
	Present the significant contributions and role of project partners in the project.					
	☐ Clearly convey progress toward achieving outcomes by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets.					
		t of a project has already been achieved, it is encouraged to amend the outcome measure, mits the project staff to "stretch" the goals in order to go beyond what they are already doing,				
	a.	First Quarter (Oct. 2013 – Dec. 2013) Activities:				
	b.	Second Quarter (Jan. 2014 – Mar. 2014) Activities:				
	c.	Third Quarter (Apr. 2014– June 2014) Activities:				
	d.	Fourth Quarter (July 2014 – Sept. 2014) Activities:				
Pro	blems an	d Delays				
		xpected delays, impediments, and challenges that have been confronted in order to complete for each project. Explain why these changes took place.				
	Mention the actions that were taken in order to address these delays, impediments, and challenges.					
	too string	neasurable outcomes to determine if targets are realistic and attainable. An objective that is gent should be scaled back and identified in the performance report. Keep in mind that ay slip due to all kinds of factors, such as employee turn-over and bad weather.				
П	In the av	ant that the work plan timeline, expected measurable outcomes, budget, and/or methodology				

needs to be adjusted, provide an outline of those changes.

APPENDIX C

Arizona Department of Agriculture Specialty Crop Block Grant Program (SCBGP) FFY 2015 Quarterly Report Grant Award Agreement #SCBGP-FB14-XX

Project Title

(Enter project title here)

Activities Performed

- ☐ Briefly describe the work accomplished during the reporting period. What specific tasks from the Work Plan of the approved project proposal were accomplished? Whenever possible, describe the work accomplished in both quantitative and qualitative terms, including any significant results, accomplishments, conclusions and recommendations resulting from the work completed during the reporting period. Be sure to include any favorable or unusual developments.
- ☐ Clearly describe the progress made towards achieving the Expected Measurable Outcomes identified in the approved project proposal. Include any baseline data developed through the project and any results from the implementation of the project's performance measures. Provide any survey results or research data developed during the period.
- ☐ If the project has the potential to benefit non-specialty crop commodities, describe the activities that were conducted to ensure that grant funds were used to solely enhance the competitiveness of
- ☐ If a target of a project has already been achieved, project staff is encouraged to amend the outcome measure in the performance report. This permits the project staff to "stretch" the goals in order to go beyond what they are already doing.
 - a. First Quarter (Oct. 2014 Dec. 2014) Activities:
 - b. Second Quarter (Jan. 2015 Mar. 2015) Activities:
 - c. Third Quarter (Apr. 2015- June 2015) Activities:
 - d. Fourth Quarter (July 2015 Sept. 2015) Activities:

Problems and Delays

- ☐ Describe any unexpected delays, impediments, and challenges that have been confronted in order to complete the goals for the project such as changes or delays to the approved Work Plan activities and Expected Measurable Outcomes. Explain why these changes took place.
- Describe the corrective actions that were taken in order to address these delays, impediments, and challenges and to prevent their recurrence.

Quarterly Reporting Schedule

Reporting Periods

October 1 – December 31 January 1 – March 31 April 1 – June 30

July 1 – September 30

Report Due on or before

January 31 April 30 July 31 October 31

Failure to submit timely reports may result in the forfeiture of payments. Reporting compliance is also a criteria that future grant applications are weighed upon.

Reimbursement Requests

- May be submitted with each quarterly report or less frequently if no expenses have been incurred.
- Must obtain pre-approval from the Program Coordinator before any funds are reallocated within the most recent approved project budget.
- Universities do not complete reimbursement requests. Invoices and documentation are submitted by Sponsored Projects.

REIMBURSEMENT REQUEST

	Arizona Department of Agriculture Specialty Crop Block Grant Program – Farm Bill 1688 W. Adams St. Phoenix, AZ 85007
SCBGP-FB Grant No	☐ Quarterly Report ☐ Annual Report ☐ Final Report ☐ Other Time Period (mo/year): From To
Project Title: Identify Completed Tasks:	
Total \$ for time period:	
Grantee Certification: I certify that this report and supporting docur been examined by me, and to the best of my and belief, the reported expenditures are actubased upon our official accounting records (baccounts) and are consistent with the terms of Agreement. Authorized Signature: Date: Title:	knowledge satisfactory for payment satisfactory for payment books of f the Grant No payment due. Comments:

Final Performance Reports

- A final report must be submitted to the Program Coordinator no later than forty five (45) calendar days after the Agreement termination date.
- The final report must be approved by the Program Coordinator and AMS.
- ADA will not disburse final payment until all requirements of the Agreement have been fulfilled.
- All remaining grant funds or outstanding grant funds must be reconciled.
- The final narrative report shall address all points listed beginning on page 23 of agreement, "Final Performance Reporting Requirements."
- New requirements for SCBGP-FB14 grants.

Failure to submit timely final reports may result in the forfeiture of final payment.

Final Performance Report

Final Performance Report Requirements

	Project Summary
	Provide a background for the initial purpose of the project, which includes the specific issue, problem, or need that was addressed by this project.
	Establish the motivation for this project by presenting the importance and timeliness of the project.
	Project Approach
	Briefly summarize activities performed and tasks performed during the grant period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Include the significant results, accomplishments, conclusions and recommendations. Include favorable or unusual developments.
	Present the significant contributions and role of project partners in the project.
	Goals and Outcomes Achieved
	Supply the activities that were completed in order to achieve the performance goals and measurable outcomes for the project.
	If outcome measures were long term, summarize the progress that has been made towards achievement.
	Provide a comparison of actual accomplishments with the goals established for the reporting period.
	Clearly convey completion of achieving outcomes by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets.
	Beneficiaries
	Provide a description of the groups and other operations that benefited from the completion of this project's accomplishments.
	Clearly state the quantitative data that concerns the beneficiaries affected by the project's accomplishments and/or the potential economic impact of the project.
	Lessons Learned
	Offer insights into the lessons learned by the project staff as a result of completing this project. This section is meant to illustrate the positive and negative results and conclusions for the project.
	Provide unexpected outcomes or results that were an effect of implementing this project.
	If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving.
)	Email Address
Add	ditional Information
	How has the project enhanced the competitiveness and/or increased consumption of Arizona specialty crops.
٦	Provide additional information available (i.e. publications, websites, photographs) that is not applicable to any

Final Performance Report Requirements

Effective for SCBGP-FB14 awards going forward

Project Title
Project Summary
Briefly summarize the project and its accomplishments in 200 words or less. This should be a self-contained description of the project suitable for dissemination to the public.
Project Purpose
Describe the objectives and purpose of the project, including the specific issue, problem, or need that was addressed by the project.
Describe the importance and timeliness of the project.
If the project built on a previously funded project with the SCBGP or SCBGP-FB, describe how this project complemented and enhanced previously completed work.
Project Activities
Briefly describe the work accomplished during the grant period. What specific tasks from the Work Plan of the approved project proposal were accomplished throughout the project? Whenever possible, describe the work accomplished in both quantitative and qualitative terms, including any significant results, accomplishments, conclusions and recommendations resulting from the project. Be sure to include any favorable or unusual developments.
If the overall scope of the project benefitted commodities other than specialty crops, indicate how project staff ensured that funds were used to solely enhance the competitiveness of specialty crops.
Goals and Outcomes Achieved
Describe the achievement of the performance goals and measurable outcomes identified in the approved project proposal and subsequent amendments and provide a comparison of actual accomplishments with the goals established for the project. This should include a comparison of baseline or benchmark data with quantifiable targets that was established prior to or in the initial phases of the project.
Include any recommendations or conclusions that can be made based upon your data and project outcomes.
If outcome measures are long-term, summarize the progress that has been made towards achievement and describe future activities that will be conducted after the project's completion to help lead to the fulfillment of the outcomes.
Beneficiaries
Describe the specialty crop groups and other stakeholders that benefited from the completion of this project's accomplishments.
How many benefited from the project?
How did they benefit from the project?
Lessons Learned
If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving.
Describe any lessons you learned in the administration of the project that might be helpful for others who would want to implement a similar project.

Report Identification

- Identify the Agreement number in all reports submitted to the Program Coordinator.
- The Grantee shall include the following language in all reports prepared for this Agreement and in <u>any publications</u>, <u>printed materials and audio</u> <u>visuals generated</u> with the financial support of the Arizona Department of Agriculture:

"The Arizona Department of Agriculture, Agricultural Consultation and Training has funded all or a portion of this Project using Specialty Crop Block Grant funds provided by the USDA, Agricultural Marketing Service."

"The views or findings presented are the Grantee's and do not necessarily represent those of the Arizona Department of Agriculture, the State of Arizona or the USDA."

Report Identification for SCBGP-FB14

- Identify the Agreement number in all reports submitted to the Program Coordinator.
- The Grantee <u>has the option</u> to include an acknowledgement of support in reports prepared for this Agreement and in any publications, printed materials and audio visuals generated with the financial support of the grant. If the grantee chooses to include an acknowledgement of support it must read as follows:

"This publication [or project] was supported by the Specialty Crop Block Grant Program at the U.S. Department of Agriculture (USDA) through grant {Insert Grant Agreement Number}. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the USDA."

Reporting Processes

UNIVERSITY PROCESS

NON-UNIVERSITY PROCESS

REPORT SUBMISSION

University Process

- Quarterly narrative reports submitted to Program Coordinator by PI
- All quarterly budget reports and source documentation submitted directly to Program Coordinator by Sponsored Projects
- Semi-annual effort certification submitted to Program Coordinator by Sponsored Projects
- Final Performance Reports and <u>applicable signed activity reports</u> submitted to Program Coordinator by PI

Non-University Process

• All reports (including Activity Reports), source documentation, reimbursement requests, amendment forms, etc. submitted directly to Program Coordinator

Report Submission

- Reports, source documentation, forms, etc. must be submitted to the Program Coordinator via electronic mail
- Narrative portions must be submitted in Word format
- Forms requiring signatures may be submitted via fax or scanned PDF

Site-Visits

• The ADA may conduct site-visits or desk reviews in the summer of 2015.

Upcoming Grant Cycle

- We are currently working on the Grant Manual (Call for Proposals) for this year's grant cycle
- We anticipate the announcement to be in mid-February
- There will be several significant changes in the application process as well as program guidance, regulations, etc.
- If you are planning to apply, we highly encourage you to participate in our pre-award webinar which is currently scheduled for the first week in March. The exact date will be published in the Grant Manual

Forms and Contacts

• All forms are available on-line at:

https://agriculture.az.gov/specialty-crop-block-grantprogram-farm-bill

Lisa James or Ashley Worthington Program Coordinators Arizona Department of Agriculture 1688 West Adams Street Phoenix, Arizona 85007 Phone: 602-542-3262 or 602-542-0972

Toll Free: 800-294-0308

Fax: 602-364-0830

Email: <u>ljames@azda.gov</u> or <u>aworthington@azda.gov</u>

QUESTIONS?